



## PUBLIC HOUSING HANDBOOK

This handbook discusses most of the questions you may have about the Housing Authority of Murray's Public Housing Program. If you cannot find the answers that you need in this handbook, or if you think of other questions after you move in please call or come by our office.

We are here to help you.

## HOUSING AUTHORITY OF MURRAY

716 Nash Drive  
Murray, KY 42071  
(270) 753-5000 Phone  
(270) 753-2073 Fax  
293-3550 Emergency Maintenance #  
[www.phamurray.org](http://www.phamurray.org)

# WELCOME

The Housing Authority of Murray is pleased to welcome you and hope you will enjoy your new home.

We're glad you're here and are happy to serve you and your family. We hope you will have many years of comfort, security, and happiness in your new home.

This Public Housing Briefing book has been prepared to assist you in understanding your Lease. It also provides you with information about the Housing Authority of Murray and your responsibilities as a resident.

In order to ensure your safety, security and proper maintenance of your home and property we ask that you read this book carefully. If you have any questions, feel free to talk to the office staff.

Again, WELCOME – we are looking forward to serving you !

Sincerely,

Linda Bassett,  
Executive Director

**\* All policies adopted by the Housing Authority of Murray Board of Directors can be viewed at the main office lobby.**

## OUR OFFICE HOURS

7:30 AM to 4:00 PM  
except Saturday, Sundays, and legal holidays

IN CASE OF EMERGENCY in the evenings or on weekends call **293-3550**. Please use this only for emergencies; such as a break in a water or gas line or when some situation presents a threat to the health or well being of your family or other residents. Remember to call “911” for assistance in medical or fire emergencies.

If your repair is a routine item, i.e. dripping faucet, stove burner not working, please remember to call or come into the Housing Authority office to report these items and have a work order completed.

## YOUR NEW ADDRESS

The address of your home is \_\_\_\_\_ and your zip code is 42071-3053. If you have not already notified the post office, please make out a “Change of Address” card for them. These cards are available from your local post office.

## Requests for Accommodation

Persons with disabilities may request a reasonable accommodation in order to fully utilize this housing program and related services. The Housing Authority will make all reasonable efforts to be flexible in assisting persons with disabilities to participate in the program successfully. Requests for accommodation will be verified to ensure that the accommodation is reasonable. Examples of reasonable accommodation are as follows:

- ?? Home visits if your disability prevents you from coming to the Housing Authority office
- ?? TDD or TDY Devices
- ?? Accessible format for the Housing Authority correspondence
- ?? The use of an advocate or interpreter.

## TELEPHONE NUMBERS

Housing Authority of Murray Office 753-5000

Housing Authority of Murray Fax # 753-2073

After Hours Maintenance Calls 293-3550

Murray Electric 753-5312

Murray Municipal Utilities 762-0300

Dept. of Community Based Services 753-1871

Need Line 753-6333

Murray Calloway County Hospital 762-1100

Social Security Office 1-800-772-1213

Murray Independent Schools:

Murray Elementary 753-5022

Murray Middle 753-5125

Murray High School 753-5202

Murray Family Resource Center 759-9592

# ANSWERS FOR YOU

<u>CONTENTS</u>	<u>PAGE</u>
TELEPHONE NUMBERS.....	4
TERMS TO UNDERSTAND .....	6
ITEMS YOU NEED TO KNOW .....	7
PETS .....	10
SATELLITE DISHES.....	11
PARKING.....	11
TELEPHONE SERVICE .....	12
RESIDENT ACTIVITIES.....	13
HOMEBUYER PROGRAM .....	15
HOW MUCH RENT WILL I HAVE TO PAY .....	16
DEDUCTIONS AND ALLOWABLE EXPENSES .....	17
RESIDENT COUNCIL.....	18
REMINDERS FOR LEASE VIOLATIONS.....	19
WHO IS RESPONSIBLE FOR WHAT .....	20
MOVING PROCEDURES.....	23
ZERO TOLERANCE FOR PROPERTY DAMAGE.....	24
INFORMAL HEARINGS .....	25
FOR YOUR INFORMATION .....	27
UTILITY ALLOWANCES .....	28
INCOME LIMITS .....	29
FLAT RENTS.....	30
INSPECTION LIST FOR UNIT .....	31
DISTURBANCES AND VANDALISM .....	32
HOUSEKEEPING .....	32
RENTERS INSURANCE .....	37
RULES AND REGULATIONS SIGNATURE PAGE .....	39

## TERMS TO UNDERSTAND

Community Service: requirement of 8 hours volunteer work from each adult in the household unless they are working, a student, over 62 or disabled.

Flat Rent: A set rent rate determined for each unit that can be paid instead of income based rent.

HAM: Housing Authority of Murray

Interim Certification: required throughout the year when household size changes, or wage or income changes.

Minimum Rent: \$50.00

Pest Control: quarterly roach control spraying of each unit by HAM maintenance employees.

PHA: Public Housing Authority (same as Housing Authority of Murray)

Public Housing Program: The program operated by the Housing Authority to house low-income families in Housing Authority owned units.

Recertification: every household required by HUD to submit to yearly re-exam of income and family status.

Total Tenant Payment: 30% of the family's monthly adjusted income (TTP), before the utility allowance is applied.

Uniform Physical Condition Standards (UPCS): The standard of inspection used to determine if the rental unit is acceptable under the Public Housing Program.

Utility Allowance: The allowable amount deducted from the Total Tenant Payment for utility costs paid by the family.

## **ITEMS YOU NEED TO KNOW AS YOU MOVE IN**

### HOW MUCH DEPOSIT WILL I HAVE TO PAY ?

You are expected to pay the security deposit. The amount of the security deposit is \$200.00 for families, and \$150.00 for Elderly or Disabled Head of Household. Your security deposit is retained until you move out. If necessary, it is then used to cover any maintenance costs or unpaid rent you may owe at the time you vacate.

Your security deposit will be returned to you in full, in 30 days of your vacate date IF:

- You have given proper notice to vacate to the HAM office;
- Supplied a forwarding address;
- There is no damage to the dwelling unit;
- The premises have been cleaned completely, including the refrigerator, range, floors, bathroom, closets, cupboards, windows, and immediate yard area;
- All personal property and furnishings have been removed;
- All keys have been returned to the Housing Authority office upon vacating. **Do not leave keys in the unit or with a neighbor.** You are responsible for any damage incurred to the property;
- There are no unpaid, late or outstanding rent charges, maintenance or repair charges owing on your account.

## **HOW, WHEN, AND WHERE TO DO I MAKE MY RENT PAYMENT ?**

Your rent is due on the 1<sup>st</sup> of each month and past due after the 10<sup>th</sup> of each month. Prompt payment of your rent will not only save you added expense and help control your budget, it will also help your credit rating in the future. You may pay your rent in person at the HAM office. You may drop checks and money orders through the mail slot in the front door of the main office.

However, we do not recommend dropping cash as there is no formal record of your payment or the amount. **Please make all checks payable to HAM.**

## **WHAT ABOUT INCOME AND FAMILY CHANGES ?**

As you know, your rent is based upon the amount of income your family receives and the number of persons in your family.

Annually we are required to recertify your family income and family status to determine the rent you will pay for the coming year. You will be notified of your scheduled appointment for this review.

In addition to the annual recertification, you are required to report any change in your income within five (5) business days.

Your unit is leased to you and the family members on your lease only. You may not rent your unit to another person, nor may anyone on your lease live in the household unless, you have obtained written permission from the HAM office.

## **AM I REQUIRED TO TRANSFER DUE TO A CHANGE IN FAMILY COMPOSITION ?**

If your family composition changes and as a result the bedroom size of your unit is no longer suitable, as determined by the HAM office, you will be required to move to a unit of the appropriate size when a unit becomes available.

Failure to move may be considered as reasonable grounds for terminating your lease agreement.



## WHO MAINTAINS MY YARD ?

A neighborhood is judged by its appearance and we ask for the cooperation of all residents to keep their yard neat and clean.

Our maintenance crew is responsible for mowing your lawn. However, you are to keep all toys, bikes, etc. out of lawn areas for ease of mowing.



Swimming pools for children may only be used while an adult is available to supervise **AT ALL TIMES**. Do not leave your pool in your yard full of water. Drain and put away the pool each time you use it.

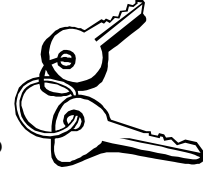
The best-kept lawn will look neglected if it is littered with papers, cans, twigs, and other trash. Dispose of these items in refuse containers. You cannot store appliances in the front or back yard. Please only place outdoor furniture on your porch. No couches, recliners, or motorcycles are allowed on porches.

Put your garbage container away the day the garbage is picked up. **If your yard is not properly maintained, it will be done for you and you will be charged.**

## WHAT IF I NEED PEST EXTERMINATION ?

Once in a while, people bring home roaches or other vermin from grocery stores, and similar places. For this reason, we spray all units quarterly. Watch for details in your monthly newsletter. This service is provided to you at no cost. If your unit is not accessible for spraying at the scheduled time, you will be charged for the return visit to spray.

Please remember when food is left uncovered or you do not keep your home clean it can cause ants and roaches to appear. Brushing or sweeping exterior or interior walls helps to rid the area of spiders. **Sticky traps are available at the Housing Authority office for spiders at no cost.**



## WHEN DO I RECEIVE MY KEYS ?

You will be given a set of keys for your unit. You may wish to have extra ones made for other members of your family. If you lose your keys, you will have to come to the Housing Authority office in person and borrow a key. The Housing Authority can make duplicates for a charge of \$2.50 per key. **If the Housing Authority has to unlock your unit after hours there will be a charge of \$25.**

At times when you are away, you may find it necessary to ask family members or friends to look after your unit during your absence. **You should always notify the HAM office if you will be gone longer than 1 week.**



## MAY I HAVE PETS ?



Yes, but **BEFORE YOU BRING THE PET INTO YOUR HOME** there are a few things you must do and know. The Housing Authority has rules regulating the size, amount of pets, and types of pets that a family can have.

Please check with the office regarding Pet Deposits and Annual Fees.

If the HAM finds any pets in your household and you have not reported them, it is grounds for eviction.

## **MAY I HAVE A SATELLITE DISH ?**

No, but the Housing Authority offers 70 channels of cable television through Murray Electric System for only \$14 a month. There is a \$29 re-connect fee if your cable is disconnected due to non-payment.

Additional channels are available with cable service, but you must deal directly with Murray Electric for information on movie channels, pay-per-view and other options.



Your unit has also been wired to receive high-speed cable Internet service from Murray Electric only. To find out about prices and features you should contact Murray Electric.

## **WHERE DO I PARK ?**

There are no assigned parking spaces. Parking is on the street only.

Your neighborhood would become a junk yard if we allowed vehicle repair, storage, or non-operating vehicles – so we don't.

Parking on lawns is prohibited at all times; anyone violating this policy may be assessed a \$25 charge plus any repair charges, or the vehicle will be towed at the owners expense.

We have many children in our neighborhoods, often in or around the streets. Please be careful when driving through your neighborhood.

---

## **TELEPHONE SERVICE OPTIONS**

You have the choice of either Murray Electric or Bell-South for telephone service. Life Line and Link-Up Programs can help you afford a telephone.

To qualify for this credit, a customer must participate in one of the following assistance programs:

- Medicaid
- Food Stamps
- Supplemental Security Income
- Federal Public Housing Assistance
- Low-income Home Energy Assistance Program

To qualify for the Life Line Support Program, a potential customer must provide all of the following documentation,

- Residential Customer Application that includes customer signature
- Certification of Qualification
- Proof of qualifying program participation
- Copy of Driver's License
- Place of Employment (if employed)

If you qualify and want to take advantage of the Life Line or Link-Up Kentucky Programs call your local telephone company.

Bell South customers: 1-800-757-6500 or 1-866-321-6716 both are toll free

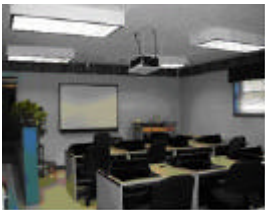
Murray Electric customers: 753-5312

## **ARE THERE ANY YOUTH ACTIVITIES AND RESIDENT ACTIVITIES?**

We offer many social, recreational, and education activities on-site at the Housing Authority of Murray.



Youth activities are free to residents of the Housing Authority and include a Cub Scout Pack that meets at the Ellis Community Center, 630 Ellis Drive. Cub Scouts is for boys ages 5 – 11 and is the beginning stage for Boy Scouts. We also offer an after-school program, Values and Virtues meets every Tuesday afternoon from 4 – 6 PM at 629 Broad St. Ext. Holiday parties include Halloween and Christmas, including a visit from Santa. Pictured above is the Willis Early Child Development Center on L. P. Miller Drive, which is run by the Head Start Program. Housing Authority residents have priority in enrolling their children in this child-care center.

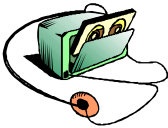


Educational activities are free to residents of the Housing Authority and include the use of the Computer Learning Center located inside the main office. Computer classes are offered on Basic Computer Use, Introduction to E-mail, Introduction to the Internet, and Introduction to Word, Excel, and Power Point. Along with computer classes we also have two (3) job training programs. The Cisco Networking Academy teaches students the basics of computer networking and configuration of devices to route network traffic. This is an intense 2-year program. After a student completes the Cisco Program they are eligible to sit for the CCNA (Certified Cisco Networking Associate) exam. The C-Tech program is a short-term training program which focuses on installation, termination, and troubleshooting of different types of telecommunications cabling such as: phone line, category 5 network cable, coaxial, and fiber optic lines. The IT Essentials course educates students on computer hardware and software repair and troubleshooting. The IT Essentials class prepares students to take the A+ certification exam.

## ACTIVITIES CONTINUED:



Senior and disabled residents also have activities both on-site at the Ellis Center, as well as trips to various locations. Activities include: Bingo, Monthly Birthday Parties, Potluck Luncheons, Guest Speakers, Health Clinics, Murray State University Music Events, and Local Plays. Trips to Wal-Mart, pharmacies, local banks, and other shopping centers occur monthly as well.



We also maintain a collection of movies on video tape and books on cassette tape at the HAM office. We also have the cassette players if you need one. These are available to residents free of charge.

Please check your monthly newsletter for all office notices and resident activities.

## **ELLIS COMMUNITY CENTER**



The Ellis Community Center is located at 630 Ellis Drive. The Ellis Center is used for resident activities, and parties. The center is also available for resident's personal use free of charge. If you are using the Ellis Center on the weekend you must come by the office by Friday to pick up a key. A list of rules and regulations for Ellis Center rental is available at the HAM office.



## **LIFESHAPER'S FIRST TIME HOMEBUYER PROGRAM**

Life Shapers Inc. is a non-profit entity of the Housing Authority of Murray and is in charge of a grant for first time homebuyer assistance. Up to \$14,900 can be granted to an individual to cover down payment and closing costs.

This loan rides as a second mortgage and is forgiven after 5 years if:

- (1) you actually live in the house, it cannot be used for rental
- (2) the insurance and taxes are current, and
- (3) the house is kept in good repair.

For more information on the First Time Homebuyer Program, call the Housing Authority office.

## IS THAT ALL I NEED TO KNOW ?

No, but this Public Housing Handbook will guide you through the rest.

## HOW MUCH RENT WILL I HAVE TO PAY ?



In order to know the amount you will pay in rent the Housing Authority must determine final eligibility.

NOTE: Your rent is due on the 1<sup>st</sup> of each month, and is delinquent on the 10<sup>th</sup>. You will be assessed a \$20 late charge for late rent payments.

### ANNUAL INCOME

Annual income is defined as the anticipated total annual income from all sources. Although some types of income are not counted, the family is responsible for reporting all sources of income for the household. The Housing Authority of Murray is responsible for applying the HUD rules and deciding what needs to be counted in the Annual Income calculation. This is the first step toward determining the amount of rent the resident will pay.

#### Examples of Income

Employment	Net income of a business	Social Security
Unemployment	SSI	TANF (AFDC)
Pensions	Annuities	Alimony
Relocation Payments	Interest from Assets	Military Pay
Child Support	Regular Contributions/Gifts	Net Income from Real/Personal Property

## DETERMINE ADJUSTED INCOME

After determining the total annual income for the household, the Housing Authority makes any necessary adjustments to the annual income in accordance with HUD regulations. HUD-approved deductions and allowable expenses are subtracted from the Annual Income to get the family's Adjusted Annual Income or Total Tenant Payment (TTP).

### Deductions and HUD Allowable Expenses

#### Dependents

A \$480.00 deduction is made for all minors under the age of 18 and for family members 18 and over who are full time students or a person with a disability, other than the Head of Household or spouse.

#### Elderly/Disability Allowance

A \$400.00 household deduction is made for families whose head, spouse or sole member is 62 or over, or is a person with a disability.

#### Allowable Medical Expenses

For an Elderly Family or Disabled Family, verified medical expenses for all family members that are greater than 3% of the Annual Income will be deducted.

#### Allowable Disability Assistance Expenses

Disability assistance expenses that exceed 3% of the Annual income will be deducted if they permit a family member to work.

### Allowable Childcare Expenses

Reasonable childcare expenses, for family members 12 years old and younger, will be deducted if they enable a family member to work, attend school or seek employment, this amount is not to exceed your income amount.

#### Example

#### Household Income/Composition:

Head of Household works, earns \$12,000 per year.

1 Child (5 years old)

Child Care	\$75 per week
<u>Times</u>	<u>52 weeks</u>
<u>Total</u>	<u>\$3900 per year</u>
Annual Income	\$12,000
Dependent Deduction	- \$480.00
Child Care Deduction	<u>-\$3900.00</u>
Adjusted Annual Income	\$7620.00

---

### HOW DOES MY RESIDENT COUNCIL WORK?

The Housing Authority of Murray has a Resident Council which works toward the betterment of conditions within the neighborhood. Not only does the organization provide means of communication between the Housing Authority and its residents, it is a good way for you to meet your neighbors and make new friends.

We urge you to participate in the activities of the organization. Quarterly meetings are held at the Ellis Community Center, 630 Ellis Drive. See your monthly newsletter for meeting dates and times.



REMINDER:

Lease violations include but are not limited to:

Crimes of drug related or criminal activity on or off the premises

Unauthorized guests

Firearms, B-B guns, and slingshots are not allowed to be used on the premises

Unreasonable loud noises and disturbances of any kind

Parking on the lawns

Housekeeping violations

Repeated late rent payments

Disconnection of Smoke Detector

Failure to keep utilities turned on

**VIOLATION OF ANY OF THE ABOVE IS CAUSE FOR  
TERMINATION AND EVICTION FROM YOUR UNIT.**



## In Order for Public Housing to Work, Let's Talk About.....

### **WHO IS RESPONSIBLE FOR WHAT ?**

You are responsible for:

Inspecting the property as you move in to make sure it meets standards.

Keeping your home and yard in good clean condition, including paying for anything you damage.

Paying your rent in full and on time.

Cooperate by attending all appointments scheduled by the Housing Authority of Murray.

Supply any information that the HA or HUD determines to be necessary including evidence of citizenship or eligible immigration status, and information for use in a regularly scheduled reexamination or interim reexamination of family income and composition.

Sign and submit consent forms required by the HA for obtaining information.

Supply any information and sign required changes as requested by the HA to verify that the family is living in the unit or information related to family absence from the unit.

Providing at least 30 days written notice to the HAM before moving out of the unit or terminating the lease.

Allow the HAM to inspect the unit at reasonable times and after reasonable notice.

Use the unit for residence by the family. Only those persons listed on the lease may reside in the unit.

Notify the HAM in writing of the birth, adoption, or court awarded custody of a child within 10 days of occurrence

Request HAM written approval to add any other family member as an occupant of the unit. New members are required to go through the application process.

Promptly notify the HAM in writing if any family member no longer lives in the unit.

Pay utility bills and supply appliances that the HAM is not required to supply under the lease agreement.

Any information the family supplies must be true and complete.

Complying with the terms of the lease to make sure you are not evicted.

Being a good neighbor and renter.

You are responsible for maintaining good housekeeping habits.

The family including each family member must not:

- Commit any serious or repeated violation of the lease.

- Commit fraud, bribery or any other corrupt or criminal act in connection with the Public Housing Program.

- Participate in illegal drug or violent criminal activity.

- Sublease the unit.

- Receive housing assistance while receiving another housing subsidy for the same unit or a different unit under any other Federal, State, or local housing assistance program.

- Damage the unit or premises (other than damage for ordinary wear and tear) or permit any guest to damage the unit or premises.

**THE HOUSING AUTHORITY IS RESPONSIBLE**  
**FOR:**

Providing families with prompt, professional service.

Review all applications to determine whether an applicant is eligible for the program.

Explain all the rules of the program to all of the families who qualify.

Screen families who apply to determine if they will be good renters.

HAM responsibilities continued:

Collecting your rent payments at the Main Office.

Paying for utilities and services they agree to pay.

Taking care of all maintenance and repairs that are caused by normal wear and tear.

Complying with the terms of the Lease.

Cooperating with equal housing opportunity requirements.

Comply with fair housing laws, and not discriminate against any family.

Inspecting your unit to determine if it meets Uniform Physical Condition Standards before you sign a lease.

Determining the gross amount of your rent, and the allowance for utilities.

Inspecting your home at least once a year to make sure it continues to be up to standard.

Reviewing your income and family size at least once each year to determine the amount of rent you must pay based on your income.

Enforcing the lease.

Investigating signed complaints by you or other persons regarding violations on the lease.

---

## MOVING PROCEDURES



What to do if you need to move :

Give a required written 30 day notice to the HAM

### Responsibilities – Current Unit

1. You will be responsible for your portion of the rent until you turn in your keys to the Housing Authority of Murray at the end of your 30 day notice.
  2. If you do not return the keys the Housing Authority cannot release you from your lease and will continue to charge you for occupancy of the unit.
  3. You must repay any unpaid rent amounts and damages to the Housing Authority. Credit bureaus will be notified of the amount due.
  4. Your belongings, furniture, clothes and vehicles should be removed by the end of the 30 day notice.
  5. Leave the unit in good and clean condition.
  6. Return your keys to the Housing Authority.
  7. Make sure all monies owed are paid.
  8. Give the office your forwarding address.
  9. Have utilities in your name disconnected.
-

## ZERO TOLERANCE FOR PROPERTY DAMAGE

You agree to zero tolerance for intentionally, carelessly and recklessly damaging any rental property under lease by:

Maintaining the residence at all times in a clean and sanitary condition.

Teaching your children to help care for and value the home that they live in.

Avoiding and preventing activities and use of the residence by yourselves and visitors, that result in damage to the residence.

You understand that you will be responsible for paying the costs of any damage beyond normal wear and tear. Your assistance may also be terminated for committing property damage and failing to pay assessed damage attributed to you, your family members or guests. If you move you will be charged for these damages.

The destruction of Housing Authority property and other resident's property is illegal.

---

## INFORMAL HEARING



The Housing Authority of Murray must provide program participants with the opportunity for an informal hearing for any adverse decisions related to the resident's occupancy.

The Housing Authority must give participants a prompt written notice of the determination of the informal decision. The notice must describe:

The reason for the decision.

The procedures for requesting a formal hearing if the participant does not agree with the determination.

The time frame for requesting a hearing.

The Housing Authority must have written informal hearing procedures which specify that:

The hearing be conducted by someone other than the person who made or approved the decision and their subordinates.

The family has the right to legal counsel, at their own expense.

The hearing officer may regulate the conduct of the hearing.

Both the family and the Housing Authority have the opportunity to present evidence and/or witnesses.

A final decision stating the reasons is issued by the Hearing Officer in a timely manner with a copy to the family.

## FOR YOUR INFORMATION

The following pages contain information that will be helpful to you in finding your new home and knowing your rights and responsibilities as a tenant:

Schedule of utility allowances

Schedule of Income limits

Ceiling/Flat Rent Amounts

Inspection Checklist



## **SCHEDULE OF UTILITY ALLOWANCES**

### **Electric Allowances for Electric Heated Units**

#### **Bedroom Size:**

- 0 = \$ 20 allowance
- 1 = \$ 20 allowance
- 2 = \$ 25 allowance

### **Gas Allowance for Gas Heated Units**

#### **Bedroom Size:**

- 0 = \$ 33 allowance
- 1 = \$ 34 allowance
- 2 = \$ 43 allowance
- 3 = \$ 53 allowance
- 4 = \$ 63 allowance

## SCHEDULE OF INCOME LIMITS

### 1 Person in Household:

30% of Median	\$9250
Very Low Income	\$15400
Low Income	\$24650

### 2 People in Household:

30% of Median	\$10550
Very Low Income	\$17600
Low Income	\$28150

### 3 People in Household:

30% of Median	\$11900
Very Low Income	\$19800
Low Income	\$31700

### 4 People in Household:

30% of Median	\$13200
Very Low Income	\$22000
Low Income	\$35200

### 5 People in Household:

30% of Median	\$14250
Very Low Income	\$23750
Low Income	\$38000

### 6 People in Household:

30% of Median	\$15300
Very Low Income	\$25500
Low Income	\$40850

Continued on Next Page....

7 People in Household:	
30% of Median	\$16350
Very Low Income	\$27300
Low Income	\$43650

8 People in Household:	
30% of Median	\$17400
Very Low Income	\$29050
Low Income	\$46450

---

## SCHEDULE OF FLAT RENTS

### Gas Dwelling Units

0 Bedroom	\$276.00
1 Bedroom	\$322.00
2 Bedroom	\$399.00
3 Bedroom	\$516.00
4 Bedroom	\$580.00

### Electric Dwelling Units

0 Bedroom	\$276.00
1 Bedroom	\$322.00
2 Bedroom	\$399.00

## Inspection Checklist for Uniform Physical Conditions Standards

Your unit will be inspected initially and annually

The unit must be safe, sanitary and decent. Use this checklist to help you determine if the unit will pass our guidelines and standards.

Any items checked “NO” should be discussed with the Housing Authority as it may not be acceptable due to Uniform Physical Condition Standards adopted by HUD.

Please check all items at your move-in.

Is the paint chipping, peeling, or cracking ?

Are the electrical outlets working ?

Are the electrical outlet covers cracked or missing ?

Are the windows and screens in good condition ?

Are the walls, ceilings and floors in good condition ?

Are all appliances working properly ?

Are the tub, sink, shower, and toilet in good working condition ?

Does the exhaust fan work correctly ?

Do all light fixtures including porch lights work correctly ?

Does the furnace and the water heater work correctly ?

Does the unit contain a smoke detector ?

Is there evidence of a leaking roof ?

Are there any exposed wires in the ceilings or the walls ?

Is there evidence of mice or roaches ?

### NOTES ON YOUR UNIT INSPECTION

## DISTURBANCES AND VANDALISM



The destruction of Housing Authority and other resident's property is illegal.



Loud music, fights, and profanity are some of the reasons the Housing Authority can terminate a lease.

If you know of other residents that are causing problems in your area, please make a complaint to the Housing Authority office. The office staff will investigate the complaint and proceed to correct the problem. Help us keep our developments and community safe and secure for our families.

---

## HOUSEKEEPING



There is nothing better to prevent diseases and bug infestation in your home, than good cleaning habits.

If you keep your unit clean, the bugs and roaches will not become a problem.

**DO NOT** put grease down the sink in your kitchen or bathroom.

Clean your pots, pans, stove, and oven each time you use them.

Keep your porch, patio and yards clean and free of debris, including furniture not intended for yards, patios, or porches.

Clean your toilet at least twice a week, and your bathroom floor, shower walls, and bathtub every week. Do not place **ANYTHING** down your toilet, this includes paper, toys, grease, sanitary napkins, etc.

Keep your garbage can covered. Use a plastic bag inside the trash can to avoid bad odors from wetness. Wash and disinfect kitchen trash cans weekly.

#### KITCHEN APPLIANCES:



Stove:

Thoroughly clean your stove and hood inside and out. The top of the stove can be lifted up for cleaning. Use warm soap and water. When cleaning stovetops be sure to use a non-abrasive cleanser. Also clean oven and racks as needed.

#### REMEMBER TO:

Keep sink free of all dishes.

Clean out the sink with cleanser.

Wipe down/out cupboards and drawers weekly.

Store all cookies, crackers, cereal, etc. in covered containers.

Keep all other appliances clean such as blenders, toasters, and microwave ovens.



## FLOORS:



Use a broom and mop for your daily floor cleaning. Wax your floors if you wish but use a liquid wax and NOT a paste wax.

## WALLS:

Wipe down inside walls with warm water, a cloth and a recommended stain remover such as Spic 'N Span weekly or as needed.

## REMEMBER:



Do not put large nail holes in the walls. Use proper wall hooks for hanging items. No molly bolts allowed.

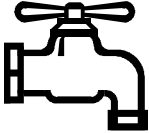
## EXTERIOR AREA:



You must keep the front and back yard area clean at all times. Do not clutter the outside of your unit with excess garbage or other articles. Any excess furniture or large articles should not be left on the exterior of your unit, for any reason. Items should be hauled away to a dump site, etc. immediately. You can call the city sanitation department at 762-0380 for more information on large item pick-up and removal.

## MAINTENANCE:

Maintaining our properties in excellent condition is one of our goals. As one of our residents, we need your help in reaching this objective. Report any problem that you find, in or out of your home, even those that you feel are not that bad.



A dripping faucet or a leaking toilet, a broken sprinkler head, an electrical plug cover missing or broken, a cracked window or a dripping water pipe are all cause for concern. All of these items can cause big problems if left unattended. Report outside lights that do not work properly in any area.

---

## ILLEGAL ACTIVITIES



**The selling, possession, and distribution of illegal drugs, the discharge of firearms, gang activities, graffiti, and harassment of other residents for any reason is illegal and cause for eviction !**

---

## RENTERS INSURANCE:



**You need insurance to protect your belongings. Your landlord has insurance, but it only covers the building. Most renter insurance policies cover your belongings in the following cases:**

- ?? Fire or lightning
- ?? Windstorm or hail
- ?? Explosion
- ?? Riot or civil commotion
- ?? Aircraft
- ?? Vehicles
- ?? Smoke
- ?? Vandalism or malicious mischief
- ?? Theft
- ?? Damage by glass or safety-glazing material that is part of a building
- ?? Volcanic eruption
- ?? Falling objects
- ?? Weight of ice, snow, or sleet
- ?? Water-related damage from home utilities
- ?? Electrical surge damage.

Floods and earthquakes aren't on the list. If you live in an area prone to either, you'll need to buy a separate policy or a rider.

Policies are available at most insurance agencies in town. Shop around and get the best deal for your money. Also, if you have a car, the insurance company where you have your car insurance may offer a discount if you sign on for renters insurance also. Make sure your insurance agent knows about any items that are particularly valuable.

## **HOUSEKEEPING**

The upkeep of your home is your responsibility, while repairs to the structure or equipment are the responsibility of the Housing Authority.

If repairs are due to normal wear and tear, the Housing Authority assumes the cost. If your carelessness or accident causes repairs, you are responsible for the actual cost of the repairs.

When you move into your unit, everything has been inspected. Walls and floors have been cleaned, and all necessary repairs have been made.

Good housekeeping will keep it that way.

---

**IF YOUR QUESTIONS ARE NOT ANSWERED IN THIS  
HANDBOOK OR ANY OF THE PAMPHLETS, CONTACT  
THE HOUSING AUTHORITY OFFICE AT 753-5000.**

**WE WELCOME YOU AND YOUR FAMILY TO THE  
HOUSING AUTHORITY AND HOPE YOU ENJOY YOUR  
NEW HOME !**



During the move in procedure all new residents are informed of the following items, but because we find these things most commonly ignored by new occupants we have listed them below for your reference.

1. No person who is not listed on the signed Lease Agreement is to receive mail at your address for any reason whatsoever.
2. Only persons listed on the signed Lease Agreement is to reside in the unit. Any visitor staying longer than fourteen (14) days in one year must have the approval of the Authority.
3. Your Lease Agreement is for a 30 day period. If you wish to vacate you are required to give a written 30 day notice. You will be responsible for the monthly rent until the notice date and until the key is returned to the Office. We will not deduct from the security deposit.
4. You are required to promptly report to the office any maintenance need.
5. Only 60 watt light bulbs can be used in any light fixture, any bulb excess of 60 watt will cause damage which you will be responsible for.
6. Only 40 watt appliance bulbs are to be used in the stove hoods, anything larger will melt the fixture.
7. Installation of ceiling fans, clothes dryers, or air conditioners must be approved by the Authority and electrical work conducted by a certified electrician.
8. Automobiles are not to be parked on lawns or pulled up to the front or rear door for any reason, this includes moving in or out or hauling groceries.
9. Only flowers and furniture designed for outdoor use is to be put on porches, BBQ's should be kept on back porch. Nothing is to be set on the lawns which will impede mowing. We are not responsible for any damage done to anything left on the lawns, this includes water hoses and toys.
10. Air conditioners are to be properly installed, do not prop up with boards.
11. Every resident is encouraged to have a plunger handy.
12. Do not put grease down the sinks, any stoppage will be charged to you when we find grease or any foreign matter down any drain.
13. Hoses are to be disconnected during the winter months and stored inside.
14. Maintenance calls received that are not valid will be charged to the resident for time that it took to respond.
15. All refuse is to be disposed of by the resident. If it becomes necessary for the Authority to discard garbage or large items disposed of by the resident, there will be a \$40 charge.
16. **DO NOT TALK TO MAINTENANCE CREW WHILE ON DUTY UNLESS IT IS AN EMERGENCY. CALL ALL REQUESTS FOR MAINTENANCE INTO THE OFFICE.**

I have read the above and each items has been explained to me in detail. I further understand that violation of any, or a combination of any of the above items could result in the termination of my residency.

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director/Designee

\_\_\_\_\_  
Date